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**POLICIES AND PROCEDURES FOR OBTAINING PASSENGER RESERVATIONS
FOR DOD INTERNATIONAL AIR TRAVEL**

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DEPARTMENTS OF THE ARMY, THE NAVY, AND THE AIR FORCE

Military Airlift

**POLICIES AND PROCEDURES FOR OBTAINING PASSENGER
RESERVATIONS FOR DOD INTERNATIONAL AIR TRAVEL**

This directive prescribes the policies and general procedures the military services and other operating agencies will use to obtain passenger reservations. It applies to all Department of Defense (DOD) elements (including the US Air Force Reserve and the Air National Guard) requiring reservations for personnel entitled to DOD-sponsored and -funded international air transportation and other authorized government personnel engaged in international air travel. The Military Airlift Command (MAC) is assigned the responsibility to establish procedures for use by all governmental agencies in arranging air passenger reservation service within the MAC-operated and -controlled airlift system. It does not apply to passenger movement via MAC Special Assignment Airlift Missions (SAAM). It implements DOD Directive 5160.2, Single Manager Assignment for Airlift Service, dated 17 October 1973.

This directive requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this directive are 10 U.S.C. 8012 and Executive Order 9397.

Send recommendations for changes to this directive to HQ USAF/LETT, Wash DC 20330-5130.

	Paragraph	Page
Chapter 1—POLICIES FOR OBTAINING PASSENGER RESERVATIONS		
Purpose of This Chapter	1-1	4
Objective of the Passenger Reservation System	1-2	4
Terms and Abbreviations Used in This Directive	1-3	4
Responsibilities	1-4	4
Who May Submit Requests for Reservations	1-5	5
When Requests for Reservations Will Be Submitted	1-6	5
Reservation Action Procedures	1-7	5
Locations Where Non-MAC Reservation Activities Perform Reservation Functions	1-8	5
Category Z, Standard Fare Commercial, and MAC Scheduled International Flights	1-9	5
Preparation of Reservation Requests	1-10	6
Transmission of Reservation Requests	1-11	6

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	Paragraph	Page
Electrical Transmission of Reservation Requests During Periods of Crisis (MINIMIZE)	1-12	6
Management Data Requirements	1-13	6
Chapter 2—PROCEDURES FOR OBTAINING PASSENGER RESERVATIONS		
Purpose of This Chapter	2-1	7
Making Changes to the Procedures in This Chapter	2-2	7
MAC Passenger Reservation Centers and Activities (PRC/PRA)		
Addresses	2-3	7
Processing Reservation Transactions	2-4	7
Submission Instructions	2-5	7
Travel Performance Period (TPP)	2-6	8
Customer Identification Code (CIC)	2-7	8
Reservation Identification Code (RIC)	2-8	8
Special Handling Codes (Record Position 79)	2-9	9
Reservation System Type Transaction Codes (Record Position 80)	2-10	9
Reservation Action Procedures	2-11	9
Request Formats, Codes, and Explanations	2-12	10
Reservations Without a Name (No-Name Requests)	2-13	10
Team Travel Request Actions	2-14	10
Confirmation Format, Codes, and Explanations	2-15	11
Substitution Format, Codes, and Explanations	2-16	11
Reservation Cancellation Actions	2-17	11
Pet Reservation Procedures and Formats	2-18	12
Rebooking and Change Actions	2-19	12
Tracer Actions	2-20	12
Consecutive Overseas Tours or Intratheater Transfers	2-21	12
Family Units	2-22	13
Delays En Route	2-23	13
Double or Multiple Booking of Passengers	2-24	13
Through Passenger Booking Service--Connecting Flights	2-25	13
Individual Traveler Requiring More Than One Seat	2-26	14
Joint Spouse Travel	2-27	14
Reimbursable Space Required Travel	2-28	14
Attachment(s)		
1. Terms Explained		27
2. List of Abbreviations		29
3. MAC Passenger Reservation Centers/Activities and Addresses		30
4. Countries of the World Codes		36
5. Special Handling Codes (Record Position 79)		39
6. Type of Transaction Codes (Position 80)		40
7. Type Standby/Cancellation Codes (Position 22)		41
8. Nonavailability Codes (Reason Codes) (Position 50)		44
9. Grade and Title Codes		45
10. Special Passenger Category Codes (Position 20)		47
11. Account Handling Codes		48
12. Transportation Priority Codes and Availability Date Codes		49
13. Type Travel Codes (Positions 30 and 31)		50
14. Sponsor Service Codes and Air Movement Designator		52
15. Julian Date Calendar		53
16. Standard Time Conversion Table		54

Page

17. Category Service Provided	56
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Figure(s)

2-1. Format, Codes, and Explanations for Passenger Reservation Requests . .	16
2-2. Codes, and Explanations for Team Travel Request	19
2-3. Format, Codes, and Explanations for Passenger Reservation Confirmations	20
2-4. Format, Codes, and Explanations for Passenger Substitution Actions . . .	22
2-5. Sample Mesage for Pet Reservation	24
2-6. Format for Pet Reservation Confirmation	24

Chapter 1

POLICIES FOR OBTAINING PASSENGER RESERVATIONS

1-1. Purpose of This Chapter. This chapter prescribes the policies for requesting and obtaining passenger reservations for authorized personnel involved in international air travel.

1-2. Objective of the Passenger Reservation System. The passenger reservation system will provide complete and responsive passenger airlift reservation service to governmental agencies on the most economical airlift capability available. HQ MAC, as the single manager, is the monitoring agent for policies, in coordination with the services and the Military Traffic Management Command (MTMC).

1-3. Terms and Abbreviations Used in This Directive. Attachment 1 contains some of the terms pertaining to the reservation system. Attachment 2 is a list of the abbreviations used in this directive.

1-4. Responsibilities:

a. **Passenger Airlift Requirements.** The services will advise HQ MAC/TRP, Scott AFB IL 62225-5001, and HQ MTMC/MT-PTS, Falls Church VA 22041-5050, of their total estimated requirements for all passenger international air transportation.

b. **Capability and Schedules.** HQ MAC will receive airlift requirements from the services. These are consolidated, capability applied, and schedules published under AFR 76-38/AR 59-8/OPNAVINST 4630.18E/MCO 4630.6D/DLAR 4540.9, Department of Defense (DOD) Common User Airlift Transportation.

c. **Reservation System Procedures.** HQ MAC is responsible for publishing procedures for service use in requesting international air travel. Specific guidelines and formats are published in chapter 2 of this directive.

d. **Seat Reservations:**

(1) MAC will reserve seats on scheduled flights on a first-come-first-served basis in response to name or no-name request actions received from the services.

(2) Seats will only be guaranteed on the basis of reservation confirmations issued by MAC as follows:

(a) **Name Request Action.** Until flight close-out time.

(b) **No-Name Request Actions.** Until 10 days before mission departure.

(c) **Team Travel or Group Block Actions.** Until 10 days before mission departure.

e. **Reservation Requests:**

(1) The organizations and agencies of the services and other requesting activities will submit requests for all international passenger airlift as stated in paragraph 2-11.

(2) Requesting activities will submit requests for space required passengers, except certain categories of passengers authorized space required reimbursable travel. When advance bookings are desired for space required reimbursable travel, it will be the responsibility of reservation requesting activities to ensure that payment for travel has been made before requesting reservations for these individuals. A DD Form 1131, Cash Collection Voucher, must be accomplished and a copy of the form attached to the orders used for passenger check in. For military personnel remaining in a pay status, requesting activities may, at the member's option, effect payment by issuing a DD Form 139, Pay Adjustment Authorization.

(3) Requesting activities will ensure that passenger movements are authorized under the proper governing directives. The MAC Passenger Reservation Center or Activity (PRC or PRA) will not challenge the validity of any request. Attempts may be made to negotiate departure dates with requesting activities when airlift capabilities are limited.

(4) The traffic management office, installation transportation office, or passenger transportation office (TMO/ITO/PTO) will not accept reservations from PRCs that are known to be in violation of governing directives.

f. **Walk-In or Delayed Space Required Passengers at MAC Passenger Service Centers (PSC):**

(1) MAC will maintain a space required passenger register or listing, by channel, for travel ready passengers of all governmental agencies.

(2) Travel ready passengers will be entered on this register or listing in the same sequence as they are checked in by the MAC PSC, except when changes are required by last minute accommodation of emergency-type (priority one), space required travel according to movement

priorities established in Joint Chiefs of Staff (JCS) Publication (Pub) 15 (AFR 76-38/AR 59-8/OPNAVINST 4630.18E/MCO 4630.6D/DLAR 4540.9).

(3) Normally, the MAC PSC will schedule passenger movement on available airlift according to the passenger's standing on the register or listing. Exception to this movement precedence would be to accommodate emergency-type travel, such as emergency leave; urgent temporary duty, temporary assigned duty, and permanent change of station (TDY/TAD/PCS), as shown in the passenger's travel orders or as arranged in advance by the sponsor service with the PRC concerned.

g. Implementation of JCS Pub 15 Movement Priorities in Emergency-Type (Priority One) Situations:

(1) Under emergency-type travel situations, JCS Pub 15 priorities may be implemented by a sponsor service to ensure movement of these higher priority space required passengers.

(2) Rotating of other space required passengers will be by governing directives.

1-5. Who May Submit Requests for Reservations:

a. Requests for reservations are submitted by those activities authorized by the services to request space for passenger movement via international air transportation.

b. The services should authorize organizations and agencies of their respective service to submit requests directly to the appropriate PRC.

1-6. When Requests for Reservations Will Be Submitted:

a. PCS, TDY, and TAD Personnel. Reservation requests will be submitted as far in advance as possible, but not earlier than 120 days before the month in which travel will begin. MAC Passenger Reservation Centers or Activities will book passengers as long as seats are open on the flight.

b. Emergency Leave Personnel:

(1) Reservation requests will be sent quickly. Under the funded emergency leave travel entitlements enacted in January 1983, such travelers should have confirmed reservations prior to departing their unit. If immediate travel is required and the passenger is unable to get a firm reservation, the individual should report for processing directly to the MAC terminal fa-

cility providing airlift service to final destination.

(2) Army and Air Force returning emergency leave personnel can call their appropriate PRC or PSC for flight reservations.

(3) For Navy personnel, refer to NAVMIL-PERSCOMINST 4650.2.

(4) For Marine Corps personnel, refer to MCO 4650.30.

1-7. Reservation Action Procedures:

a. Reservation requests for individuals, family units, and travel teams will be submitted to the appropriate PRC. The PRC will respond to the agency requesting the travel. Procedures outlined in chapter 2 of this directive will be used.

b. The PRC will reply to each reservation request within 24 hours after receipt with a firm reservation, an advice notice (Hold Response), or a nonavailability of MAC service notification (Y response).

1-8. Locations Where Non-MAC Reservation Activities Perform Reservation Functions:

a. Non-MAC activities performing reservation functions at locations serviced by MAC airlift capability will adhere to the policies and procedures outlined in this directive.

b. Activities performing reservation functions for travel on Category Z or regular or standard fare international commercial flights from, to, or between those origin points and destinations not serviced by MAC will adhere to the policies and procedures outlined in this directive.

1-9. Category Z, Standard Fare Commercial, and MAC Scheduled International Flights:

a. Category Z travel and travel on international regular or standard fare commercial flights may be performed without first submitting a reservation request to a MAC PRC in the following instances:

(1) Between CONUS and overseas and within or between overseas areas when those destinations are not serviced by MAC as reflected in the MAC Sequence Listing for Channel Traffic, and where Category Z or commercial standard service is mandatory.

(2) When MAC scheduled service will not meet the operational requirements of the traveler as determined by the service concerned.

b. For all other international or overseas travel:

(1) The services will submit a reservation request action to the appropriate PRC.

(2) MAC service will be used if seats are available within the requested travel performance period of the traveler.

(3) If MAC service is not available, the services have the following options:

(a) Revise the passenger's travel performance period and request MAC service.

(b) Proceed via Category Z and/or regular or standard fare international commercial service.

c. The services will set up necessary controls to ensure the PRC or PRA is provided a travel performance period on individual request actions that will permit maximum latitude in selecting a flight that would satisfy the sponsor service needs. (A minimum of 7 to 10 days is recommended for PCS travel.)

1-10. Preparation of Reservation Requests. Reservation requests and special reservation actions will be prepared and handled as indicated in chapter 2 of this directive.

1-11. Transmission of Reservation Requests. Passenger reservation requests will be sent as quickly as possible within the

timeframes of the mission requirements of the traveler. Traffic managers may submit reservation requests by telephone any time it is in the best interest of the traveler. Long-range actions may be submitted via a communications mode that will provide a timely response to the traveler. Options available are telephone, AUTODIN, or a similar type automated data transmission system, letter, courier, etc. Short-range actions should be submitted by telephone. Short range is considered to be 15 days or less prior to the travel performance period. The reservation request formats in chapter 2 must be followed regardless of the type of communication used.

1-12. Electrical Transmission of Reservation Requests During Periods of Crisis (MINIMIZE). Electrical transmission is authorized during MINIMIZE.

1-13. Management Data Requirements. The services, overseas commands, and MTMC will identify the necessary data to review internal transportation management functions associated with air passenger reservations. Services will submit data requirements to HQ MAC/TR, Scott AFB IL 62225-5001; HQ MAC will issue the appropriate instructions to the MAC PRCs and PRAs.

Chapter 2

PROCEDURES FOR OBTAINING PASSENGER RESERVATIONS

2-1. Purpose of This Chapter. This chapter provides procedures for arranging passenger reservations for all DOD international air travel. Included in this chapter are instructions for preparing and submitting the reservation transactions, along with the codes and formats to be used. Although the procedures and formats described are oriented toward using an automated system, the same codes and formats will also be used when bookings are made by telephone, message, or letter. These procedures have been developed by MAC for service use in arranging passenger air travel.

2-2. Making Changes to the Procedures in This Chapter. When making changes to these procedures, the following applies:

a. MAC will negotiate effective or implementation dates with the services for procedural changes that require extensive preparation, such as computer program changes, etc.

b. Routine changes will have a 3-month lead time from the date of publication (effective date of change) to the first day of the passenger movement month, unless a shorter time is dictated by operational necessity.

c. Minor changes will be implemented as announced.

2-3. MAC Passenger Reservation Centers and Activities (PRC/PRA) Addresses. See attachment 3 for listing of PRC/PRA addresses.

2-4. Processing Reservation Transactions:

a. This chapter will identify the data fields and record positions (formerly card columns) to be used when submitting reservation transactions. MAC uses computers in processing these transactions. This equipment is programmed to accept only correct inputs; therefore, reservation transactions received that contain errors are not accepted as valid transactions and cannot be acted upon until the errors have been corrected and the transaction reentered into the system. To prevent delays, all inputs must be checked for accuracy before submission to the PRC/PRA.

b. AUTODIN passenger reservation requests containing errors will be rejected and

automatically returned to the originating activity for correction. Notification will be as follows:

(1) First response is an exact duplication of the original request received from the user, except it will be coded "E" in type transaction (record position 80).

(2) Second response identifies the requesting activity and reservation identification, and provides information explaining the error, such as, duplicate request, no matching record. Slashes (/) will be used to indicate where the erroneous data has been detected.

c. When message or mail is used, the reservation identification code (RIC) (positions 68 through 76), passenger's name (when available), and enough information to identify the error will be provided. The user will be advised to resubmit.

d. In some instances, the PRC/PRA may correct erroneous inputs and make the requested reservation. A confirmation of the reservation will then be provided.

2-5. Submission Instructions:

a. Telephone Request Actions. Short-range actions should always be submitted by telephone. The users provide the data in the passenger reservation request (PRR) format. (See paragraph 2-12 for format.) This allows the PRC representative to fill in the cathode ray tube (CRT) mask as the information is given. To accomplish a smooth booking, be organized, give the reservation operators at the PRC the types and number of transactions requested, and arrange requests by the same channels with earliest dates first. These steps will contribute to a more efficient booking. Confirmation of the transactions with the PRC is made by the user entering the name of the PRC representative on the worksheet. The current computer program originates a confirmation of the reservation. If this confirmation differs from the information provided by the operator, contact the applicable PRC for clarification.

b. Reservation Actions Via AUTODIN. Long-range actions that are not submitted by telephone may be submitted via AUTODIN or a similar type automated transmission system. The AUTODIN message header used to forward the passenger reservation requests should reflect the appropriate Content Indicator Code.

These codes are listed in the current Joint Army Navy Air Force Publication (JANAP) 128, maintained by the local base communications facility. Passenger reservation action requests must also show the Routing Indicator (RI) of the requesting activity. The current Allied Communication Publication (ACP) 117 (maintained by the local communication facility) will be used to determine the correct RI, which must be previously validated in the MAC Routing Indicator file.

c. **Reservation Actions Forwarded Via Mail or Message.** Reservation actions sent by mail or message will be in the format shown in figure 2-1.

2-6. Travel Performance Period (TPP).

This relates to record positions 36 through 38, 39, and 40 through 42 of the passenger reservation request. The period of time between the availability date and the mandatory date should be enough to permit the PRCs as much flexibility as possible in arranging air transportation according to the current policies agreed upon by the services. It is important that these travel periods allow enough latitude to enable the PRCs in the selection of flights to provide responsive service to the users. (A minimum of 7 to 10 days is recommended for PCS travel.)

2-7. Customer Identification Code (CIC).

The CIC is a data element added during check-in at the passenger terminal. Therefore, providing the CIC information in advance will speed passenger processing:

a. Provide the traveler's CIC, and record positions 43 through 57 when making the reservation, if it is available.

b. If the CIC is not available at time of booking, enter the letter "N" in position 44.

c. If the letter "N" is used (indicating the CIC was not available), follow-up action for the CIC will not be initiated through the TMO/PTO/ITO.

d. If the reservation request involves special billing, enter the appropriate account handling code in position 44.

e. The customer will not be billed based only on the CIC entered in the reservation data system. Current billing procedures will apply.

2-8. Reservation Identification Code (RIC):

a. The reservation identification code, record positions 68 through 76, serves several important purposes, and care should be taken to use it

properly. The RIC, along with the name and channel data fields, is primarily used for reservation control purposes.

b. The RIC is assigned to the original request by the requesting activity. This code is accepted by MAC, unless it is a duplication (see paragraph c below), and will be used on all subsequent transactions concerning the original request; that is, the reservation confirmation, tracer action, cancellation, etc. The RIC should not be duplicated by the requesting activity on any other original request action for travel within the same movement month.

c. The passenger's Social Security Account Number (SSAN) will usually be used as the RIC for a normal reservation transaction. However, if the same passenger travels more than one time over the same channel during the same month, then a different RIC must be assigned for each transaction. Use the first eight numbers of SSAN with A in the last SSAN position for second movement of month over same route; B for the third movement, etc.

d. The RIC is an alpha/numeric data field and consists of nine characters. This data field is right justified (except in certain situations outlined below), and RICs with less than nine characters will be prefixed with numeric zeros to complete the data field.

e. Instructions for selection or preparation of RICs are outlined below. Instructions for entering the RIC into the original request by a requesting activity are included in paragraph 2-11. The following applies:

(1) For individual passengers (other than foreign nationals) who can be identified by name at the time the request is submitted, and in the following selection sequences:

(a) Use the SSAN of the passenger to be booked, or

(b) If the passenger is a dependent, traveling unaccompanied, and the dependent does not have a SSAN, use the SSAN of the sponsor of the dependent, or

(c) If the SSAN is not available, use the passport number or portion of the passport number, or

(d) If the SSAN or a passport number is not available, create a RIC by using no-name procedures as outlined below.

(2) For no-name request actions:

(a) Record positions 68 and 69. Enter the numbers "99."

(b) Record positions 70 through 76. Create the remainder of the RIC by assigning al-

pha/numeric characters that will be used to identify this specific transaction.

(3) For family groups:

(a) Use the SSAN of the military or civilian sponsor (when the sponsor is accompanying the family group); or

(b) Use the SSAN of the senior family member (in whose name the booking is made) accompanying the family group; or

(c) Use the passport number or a portion of the passport number; or

(d) If SSAN is not available, create a RIC by using no-name procedures outlined above.

(4) For team travel integrity:

(a) Each requesting activity may assign its own RIC to be used in team travel requests. The RIC in positions 68 through 76 is an alpha/numeric data field and consists of any nine characters. The RIC may be determined by entering seven letters of the individual routing indicator followed by a two-position numbering system to account for the order of team travel requests submitted. Personal SSAN should not be used with team travel requests, because the travelers change too frequently.

(b) Examples of RICs identifying team travel requests from requesting activities are:

GROUPB001	(First request submitted, then 002, etc.)
RUEOVLA01	(First request submitted for that month)

(5) For foreign nationals:

(a) Record positions 68 and 69. Use the two-letter country code of the passenger's nationality. See attachment 4 for countries of the world codes.

(b) Record positions 70 through 76. Create the remainder of the RIC by using the passport number or assigning a group of alpha/numeric characters that will be used to identify this specific transaction.

(6) Develop the RIC for Air Reserve Components (ARC) using the unit designation. For example, the 105 Aerial Port Squadron (APS) would read ARC105APS. Use of the unit designation will standardize ARC moves and expedite port passenger processing in those instances where the names have not been applied to group blocks.

2-9. Special Handling Codes (Record Position 79):

a. Certain types of reservation transactions require a special handling code in position 79 of the reservation request to ensure proper processing by the computers. These codes identify the type of movement involved; e.g., consecutive overseas tours or intratheater transfers, travel teams, en route delays (three codes), no-name actions, and Category Z or commercial alternative processing.

b. Special handling codes for use in position 79 are listed in attachment 5. These same codes will be used by both the requesting activity and the PRC/PRA on all transactions relative to the original request action.

2-10. Reservation System Type Transaction Codes (Record Position 80). Transaction codes are used between the PRC/PRA and reservation requesting activities to indicate what action should be taken or has been taken. For example, a transaction from the PRC to the activity coded C indicates a confirmed reservation for a specific flight. See attachment 6 for listing of type transaction codes. Attachment 7 lists standby/cancellation codes.

2-11. Reservation Action Procedures:

a. Personnel authorized to request reservations will use the formats and procedures provided in paragraph 2-12 when preparing a submission to the appropriate PRC or PRA. (See attachment 3 for listing.)

b. The PRCs will respond as follows:

(1) Confirmation (C in Position 80). This notification indicates spaces or seats have been confirmed for the passengers, and identifies the departure airport, flight number, departure date, and reporting time.

(2) Advice (Hold) Notice: A reservation response will be provided within 24 hours of request. This response will be either a reservation confirmation or an advice notice (hold card). This is a duplicate of the reservation request, except that position 80 will be coded H. The advice notice indicates a seat is not available; action is being taken to arrange capability. MAC's goal, under the worldwide reservation system, is to provide either a reservation confirmation or a nonavailability notice of MAC airlift not later than 24 hours after dispatch of the advice notice. Short notice request within 15 days of travel will normally be handled by telephone, and MAC will confirm reservation immediately

or will advise of nonavailability of MAC airlift as appropriate. The TMO/ITO/PTO then has the option to change the travel period to a date when MAC is available or to procure commercial transportation.

(3) Nonavailability of Service . Whenever the PRC is unable to arrange additional airlift capability, or negotiate a passenger travel performance period to coincide with the availability of MAC service, the PRC will issue a nonavailability of service response to the requesting activity. See attachment 8 for nonavailability codes. This is a duplicate of the reservation request, except that record position 80 is coded Y. This completely cancels the transaction. If further action is required by the requesting activity, a new reservation request, with revised travel dates, must be submitted.

2-12. Request Formats, Codes, and Explanations. Requesting activities will submit only one request for each family group traveling with a military or civilian sponsor, or each family group traveling unaccompanied. The format, codes, and explanations in figure 2-1 and attachments 4 through 15 will be used when preparing reservation request actions for international air travel.

2-13. Reservations Without a Name (No-Name Requests):

a. Submitting Requests. This procedure is designed for those activities that have requests for a specific passenger reservation, but the name of the individual cannot be readily identified. Under these circumstances, requesting activities may submit a reservation request, containing as much information as is available, to the appropriate PRC . Use the same procedures as the normal reservation request except positions 1 through 16 (name and grade) will be blank. Enter code G in special handling position 79 to indicate a no-name request and code R in position 80, type transaction. (If more than one passenger is involved, team travel procedures should be used.)

b. Response From the PRC. The PRC will respond as for a normal reservation request, either with a confirmed reservation (position 80 coded C) or hold response (position 80 coded H). Confirmation will be in the format indicated in paragraph 2-15. When the no-name request format is used, the requesting activity will provide the PRC the additional information required as soon as possible but not later than 10 days be-

fore flight departure. To provide the additional information, the requesting activity will call the appropriate PRC to apply the name, grade, etc., or will forward a duplicate of the latest response received from the PRC, except that:

(1) All additional information will be entered, such as, passenger's name, grade, etc.

(2) The appropriate second digit sponsor service code will be entered in position 33, when necessary.

(3) Code N will be entered in position 80.

NOTE: When entering the name to a no-name request, use the same information, including RIC that was used on the original request. The PRC will acknowledge receipt of the name by forwarding a confirmation to the requesting agency. If names are not furnished 10 days before flight departure, the PRC will cancel the outstanding requests and will attempt to use those seats.

2-14. Team Travel Request Actions:

a. This procedure is designed for activities that are requesting team travel movement. The TMO/ITO/PTO may submit a reservation request containing as much information as possible using the same procedure as mentioned in figure 2-1 for the normal PRR except as indicated in figure 2-2.

b. The appropriate PRC will respond with a confirmation as for a normal request.

c. Upon receipt of this confirmation, the servicing TMO/ITO/PTO will arrange to have individual passenger names submitted for each confirmed seat. Names must be applied not later than 10 days before port call date. Name submission for each passenger will be in the format of a duplicate of the latest response received, except that:

(1) All missing data will be furnished; that is, name, grade or title, air transportation availability point, etc.

(2) Record positions 17 through 19 will be coded 001.

(3) Enter the passenger's appropriate special handling category code in position 20, appropriate type travel code in positions 30 and 31, and the appropriate sponsor service and subcommand codes in positions 32 and 33.

(4) Enter code D in position 79.

(5) Enter code N in position 80.

NOTE: The same reservation identification code and flight data that was listed in the response message received must be used when

identifying the passenger as a team travel member.

d. The PRC will respond with a confirmation for each passenger. This confirmation will be coded D in position 79 and C in position 80.

e. When necessary to effect changes in team composition (name substitution or cancellation of team members or to change the number of seats involved), the following procedures will apply:

(1) Name Substitution. The requesting activity will use the procedures outlined in paragraph 2-16.

(2) Change in Number of Seats Prior to Application of Names. The TMO/ITO/PTO will telephone the PRC or forward a duplicate of the latest response received from the PRC. Record position 79 will be coded D, position 80 will be coded Q, and the new total number of seats will be reflected in positions 17 through 19.

(3) Changes in Number of Seats After Application of Names:

(a) Decreases. The sponsoring activity will telephone or send a cancellation to the PRC for those team members who will not travel. A duplicate of the latest response will be coded D in position 79 and B in position 80.

(b) Increases. Requests for additional team members will be submitted immediately to the PRC as outlined in paragraph e(2) above. The PRC will acknowledge receipt of the change noted above by returning a duplicate of the information received, except that position 80 will reflect the action taken.

2-15. Confirmation Format, Codes, and Explanations. The explanations in figure 2-3 apply to reservation confirmations issued by the PRCs.

2-16. Substitution Format, Codes, and Explanations:

a. Passenger substitution actions may be accomplished by telephone, message, letter, or via AUTODIN, as considered appropriate by the requesting activity. When telephone, message, or letter is used, the requesting activity must provide the flight number, departure date and time, and complete information on both passengers.

b. Substitution actions may be accomplished via AUTODIN for like passengers; that is, special passenger category (position 20), excess baggage (position 22), air movement designator (positions 23 through 35), and special handling

requirements (position 79). Use the format in figure 2-4.

c. On receipt of passenger substitution actions, MAC will act as appropriate, even rebooking the new passenger on a more appropriate flight if necessary and providing a confirmation for the new passenger to the requesting activity.

d. Passenger substitutions may be made until flight closeout time at the MAC terminal concerned.

e. Late Substitution Actions. When a substitution is made within 24 hours before mission departure time, the new passenger must advise the PSC that he or she is a substituted passenger so the original name will not be entered or appear as a no-show.

2-17. Reservation Cancellation Actions:

a. By MAC. When the schedule changes on a particular flight, the PRC will telephone the TMO if within 30 days of departure or will send notifications to the requesting agency informing them of the change. Accordingly, the passenger will then be canceled from that original flight (position 80 will be coded X). The PRC will then reschedule the passenger on another suitable mission, considering the requested/mandatory departure date of the passenger. A new confirmation will be issued following the rebooking.

b. By Requesting Activity. To avoid the unnecessary procurement of airlift, requesting activities must advise the PRC immediately of any change or cancellation in passengers' travel plans. The TMO/ITO/PTO will cancel, by telephone or other accepted media, the confirmed reservation upon receipt of knowledge that the individuals will not travel. To cancel an advice notice (hold response) or a confirmed reservation, the requesting activity will telephone or forward to the appropriate PRC a duplicate of the latest response received, except position 80 will be coded B. The PRC will acknowledge receipt of this notification by returning a duplicate format to the requesting activity.

c. Late cancellations. When it is necessary to cancel a reservation after the PRC has relinquished control of the flight, and it is locked out from the PRC computer system (normally 24 to 72 hours before flight departure), the requesting activity or passenger should contact the nearest PRC for guidance. Reporting stations will be notified to prevent the passenger's name from appearing as a no-show.

NOTE: Special procedures apply for canceling

confirmed reservations for team travel, delay en route, and connecting service transactions and are included in the instructions for those actions.

2-18. Pet Reservation Procedures and Formats. The PRCs will receive requests for pet movement by telephone or by AUTODIN message (DD Form 173/3, Joint Message Form).

a. The following general guidelines for pet shipment apply:

(1) Pet shipment is limited to passengers in a PCS/ETS status only.

(2) Pets are defined as dogs or cats only.

(3) Restricted to a maximum of two pets per family.

b. The following pet reservation procedures apply:

(1) After reviewing the required documentation, the requesting activity will submit the pet reservation request by telephone to the appropriate PRC, or prepare the request via AUTODIN message (DD Form 173/3). Requests for pet reservations will be handled on a first-come-first-served basis. Information required for both methods will be the same. Use the sample format in figure 2-5 when requesting a pet reservation by message.

(2) The servicing PRC will respond with two confirmations, one for the passenger, and one for the pet. Figure 2-6 is the format for a pet response, and confirmation.

(3) After the requesting activities receive confirmations of the requests, they will brief the passengers on all pertinent flight information and pet care instructions. The TMOs/ITOs/PTOs should advise the category Y and A travelers to contact the appropriate carrier at least 3 days before flight departure to reconfirm. Pet spaces for category B and M missions do not require reconfirmation. Pet shipment fee (according to AFR 76-28) is paid at the time of check-in for category B and M flights. Pets and pet owners will be identified on the premanifest.

(4) MAC category B and Y seats will continue to be used to the maximum extent possible. Nonavailability notices will not be issued based solely on a pet request.

c. Show time for passengers with pets is 2 hours prior to scheduled departure. Requesting activities will advise the pet sponsors that they are responsible for complying with all current guidelines and requirements about pet shipments.

2-19. Rebooking and Change Actions.

a. When it is necessary to cancel an individual passenger or family group from a flight (confirmed reservation response from the PRC) and request a rebooking of that same passenger or family group to another flight with a different departure date, or to change the travel performance period on an unbooked request (advice notice from the PRC), only one request action is required. This procedure does not apply to passengers with en route delays (for TDY, TAD, or leave) or connecting service, or to group travel other than family groups.

b. The passenger reservation request format will be used for this transaction. Data fields 1, 7, 8, and 20 (Name, Origin APOE, Destination APOD, and RIC) must be identical to the latest response (confirmation or advice notice) received from the PRC. The other data fields and positions may be corrected or updated as necessary, consistent with passenger needs for traveling within the revised performance period. Code U will be entered in position 80.

c. On receipt of such transactions, the PRC will:

(1) Cancel the original confirmed reservation or unconfirmed reservation request.

(2) Provide a normal reservation within the parameters of the new travel performance period subject to the availability of seats. When seats are not available, an advice notice will be issued, and procedures outlined earlier will be followed to provide either a C or a Y response.

d. All other rebooking actions will require a cancellation and a new reservation request.

2-20. Tracer Actions. Tracer actions will not start until 45 days before the movement month in which travel has been requested, or 7 days after submission of the reservation request if no response is received from the PRC or PRA. However, tracer action may start at any time when the movement date requires immediate reservation or port call information, or if needed by the traveler. Tracer action will be effected by telephone, message, or by submission of a duplicate passenger reservation request, except that record position 80 will be coded T. Response will be as for a normal reservation request.

2-21. Consecutive Overseas Tours or Intratheater Transfers. Requests for air reservations, in conjunction with consecutive tours or intratheater transfers, will not be submitted earlier than 120 days before the month of de-

sired travel. TMOs/ITOs/PTOs will telephone or forward a passenger reservation request to the appropriate PRC through channels prescribed by their parent service. Position 79 (special handling) will be coded A and position 80 (type transaction) will be coded R. The PRC will respond with a confirmed flight reservation or an advice notice.

2-22. Family Units:

a. Requests for family units may be submitted by telephone, message, or by AUTODIN. The reservation will be made in the sponsor's name (for dependents accompanying the sponsor) or in the name of the senior family member performing the travel (for dependents not accompanied by the sponsor). The reservation will be in the same format as the normal passenger reservation request except that positions 17 through 19 will indicate the total number of seats required for the family, including the sponsor or senior member's name as identified in positions 1 through 13. The special passenger category code in position 20 will be appropriate for all members in the family unit and the names are entered on the hold or wait list. An asterisk by the name will appear as a flag to verify the number of members.

b. The PRC will respond as for a normal reservation request.

c. To change family unit request actions by increasing or decreasing the number of seats required, the requesting activity will telephone or forward to the appropriate PRC a duplicate of the latest response received about the family unit movement. Position 80 will be coded Q, and the new number of seats required will be entered in positions 17 through 19. The special passenger category (position 20) and type travel code (positions 30 and 31) will be corrected if necessary. The PRC will respond as for a normal request.

NOTE: Under this arrangement, requesting activities may change a passenger from traveling unaccompanied to traveling accompanied, or from accompanied to unaccompanied.

d. Cancellation actions are outlined in paragraphs 2-17 and 2-19.

2-23. Delays En Route. Reservation requests for PCS and TDY or TAD travel with required or authorized en route stops will be submitted to the appropriate PRC and handled as follows:

a. For the first segment of travel, positions 26 through 28 will reflect offload point desired; 36 through 38 will reflect desired departure date (three-digit Julian date) from the APOE; position 79 will be coded L when the en route offload is required due to TDY or TAD, or coded K when authorized for leave purposes. Position 80 will be coded R.

b. For each additional segment of travel submitted by the requesting activity, positions 26 through 28 will reflect the next offload point desired; 36 through 38 will reflect departure date from onload station. Position 79 will be coded L or K, as appropriate, or coded F if the request is for the final segment of travel. Position 80 will be coded R.

2-24. Double or Multiple Booking of Passengers. The PRC audits passenger reservation actions daily to ensure accuracy and reduce errors. This potential duplicate report reveals passengers who are booked more than one time on the same flight or are booked on more than one flight. When such situations are detected for PCS travelers and there is no evidence of a previous cancellation by the TMO/ITO/PTO, the PRC will normally maintain the latest reservation transaction and cancel the previous booking. These cancellations, which are forwarded to the requesting activity, will be coded A in position 80. At times it may be necessary for the PRC to contact the requesting activity to determine which reservation request is valid, then cancel the duplicate request.

2-25. Through Passenger Booking Service--Connecting Flights:

a. Travel over certain MAC passenger channels requires use of a connecting flight at an en route station. MAC can combine the connecting channels into one passenger booking and handle the request as if it were a single channel movement.

b. MAC will provide through reservations and booking service only when satisfactory arrangements can be made to satisfy the requirements. MAC will have responsibility and control of enough passenger airlift capability to perform the required functions on both segments of travel; that is, from point of passenger's origin, through the en route station and to the passenger's final destination.

c. When through passenger booking service is provided on connecting flights, the following procedures will be used:

(1) Requests. Requesting activities will telephone or forward to the appropriate PRC only one reservation request. This will be in the normal reservation request format (figure 2-1) and will indicate the regular origin APOE in positions 23 through 25 and final APOD in positions 26 through 28. The origin APOE will be the first segment of travel and destination APOD will be second segment of travel.

(2) Confirmations. The PRC will respond by issuing two confirmations to the requesting activities as follows:

(a) The first confirmation will identify the same origin APOE to destination APOD as was on the reservation request. The flight number, reporting day, and reporting time indicated on this confirmation will be for departure from the origin APOE. Although this confirmation indicates the final destination APOD for the passenger, the aircraft will actually terminate at an en route point short of the passenger's destination. Record position 51 will be coded E to show connecting service is provided and an additional confirmation follows.

(b) The second confirmation will show the en route connecting point as APOE in positions 23 through 25 and will repeat the same APOD destination in positions 26 through 28 as was identified in the first confirmation. The flight number, reporting day, and reporting time on this second confirmation notice will be for departure from the en route station APOE.

NOTE: In providing connecting service, there are times when flights operating between commercial gateways will connect with flights operating between military APOEs and APODs. When this occurs, the commercial airport codes will be used in the origin APOE, and destination APOD will be coded as appropriate for that segment of travel. Requesting activities should contact the PRC when clarification is needed.

(3) Cancellations. When canceling a connecting flight, the requesting activity will telephone the appropriate PRC to notify them of the cancellation or will forward a duplicate of the confirmation for the first segment of travel. Position 80 will be coded B. The PRC will then cancel both confirmations and advise the requesting activity accordingly. Advice (hold) notices will be canceled in the same manner. If the requesting activity requests to cancel the second segment only, it will result in an error notification. When this occurs, the requesting activity must contact the appropriate PRC to clear the error notification discrepancy.

2-26. Individual Traveler Requiring More Than One Seat:

a. This applies to individual traveler or certain travelers moving within a group (family group, team travel, etc.) who require more than one seat due to one of the following reasons:

(1) The passenger's height, weight, or size.

(2) Passenger is escorting a special shipment and requires use of a passenger seat.

b. Arrangements can be made for MAC air travel for the above travelers by use of the following procedures:

(1) Requesting activities telephone the PRC or submit one request in accordance with paragraph 2-12.

(2) Use special passenger category code Y in position 20.

(3) Indicate the total number of seats required for the transaction. Examples:

(a) For the unaccompanied passenger requiring two seats due to weight or unaccompanied passenger with special shipment that will occupy a seat, enter 002 seats required.

(b) For four members in a family group, where one member requires two seats, enter 005.

(4) The PRC will respond showing the total number of seats confirmed.

2-27. Joint Spouse Travel. Arrangements can be made for the concurrent travel of a military husband traveling with a military wife as follows:

a. Requesting activities submit their request in accordance with paragraph 2-12. This request may be in the name of the husband or wife and should show the total number of seats required.

b. Use special passenger category code C to identify joint spouse travel (position 20).

c. The type travel code should be OA or EA as appropriate (positions 30 and 31).

d. The PRC will provide one response for the family group in the same name as that requested.

2-28. Reimbursable Space Required Travel:

a. Space required reimbursable travel by MAC is authorized for certain categories of travelers previously entitled only to space available travel. Procedures allow for eligible passengers to make advance reservation upon payment at any reservation requesting location, or they may select either space available or

space required travel upon arrival at the aerial port. Payment may be in cash or other negotiable instrument. The categories of space available passengers authorized the space required reimbursable option are identified in DOD Regulation 4515.13.

b. Reservation requests for space required reimbursable travelers will be submitted as prescribed in paragraph 2-12. Passengers electing reimbursable space required travel will be assigned type travel codes as indicated in attachment 13. Normal reservation requests may be submitted for a sponsor (or senior family member) to include these individuals. Special passenger category code B will be entered in position 20 of the reservation request to show a space required reimbursable passenger is included in the total number of seats requested. For example, for a sponsor requesting a reservation for self and acquired dependents, use type travel code RC and special passenger category code B.

NOTE:

(1) Eligible passengers who elect to travel reimbursable space required may either request advance reservations upon payment for travel or delay the option selection until arrival at the MAC terminal. It is the responsibility of the reservation requesting activity to ensure that payment for travel has been made by DD Form 1131, Cash Collection Voucher, before requesting reservations for those individuals. Persons exercising this option at the MAC terminal will pay for their travel in accordance with cash collection procedures.

(2) Passengers who have been entered into the space available system may later change their travel status to space required. However, persons changing their travel status will not be considered for movement aboard the mission being processed at that time. Once a traveler chooses to move space required, he or she will not be permitted to travel in a space available status. If by error or intent, a person requests both space available and space required travel simultaneously, the movement will be considered space required.

<i>Data Field</i>	<i>Record Positions</i>	<i>Title</i>	<i>Explanation</i>
1	1 thru 13	Name	Enter sponsor, senior member, or unaccompanied passenger name only. Begin last name in position 1 and proceed as follows: (1) complete last name, space, complete first name, space, and middle initial (leave unused spaces blank); or (2) complete last name, space, as much of first name as is possible to enter through position 11, space, and middle initial; or (3) complete last name, space, and as much of first name as is possible to enter through position 13; (4) in instances where the last name exceeds 12 letters, continue the last name through position 11, space, and enter initial of first name in position 13; (5) where the last name has 11 letters, enter complete last name, space, and enter initial of first name.
2	14 thru 16	Grade/Title	Enter Grade or Title Code. Where two-character codes are used, leave position 16 blank. (See attachment 9.)
3	17 thru 19	Seats Required	Enter the total number of seats required in the transaction, including the passenger identified in positions 1 through 13 (For example, 001 for 1; 002 for 2; etc.).
4	20	Special Passenger Category	If the request contains passengers who will fall within categories listed in attachment 10, code as indicated; otherwise leave blank.
5	21	Booking Preference	<p>Enter the code to indicate the category of airlift service desired for the passenger. Most commonly used codes are:</p> <p>Blank--Book passenger on first suitable MAC service available.</p> <p>B--Book passenger on category B flights. If category B is not available, book passenger on other suitable MAC service.</p> <p>Y--Book passenger on category Y service. If category Y is not available, book passenger on other suitable MAC service.</p> <p>M--Book passenger on military flight only.</p> <p>NOTE: Passenger booking will be made within the TPP, unless other arrangements are negotiated between the requesting activity and the PRC. When confirmed booking cannot be made, the PRC will issue an advice notice or, if appropriate, nonavailability responses.</p>
6	22	Excess Baggage	<p>Leave blank if no excess baggage is authorized. If excess baggage is authorized, use codes as indicated:</p> <p>A = 1 extra piece (from 1 to 70 pounds)</p> <p>B = 2 extra pieces (71 to 140 pounds)</p> <p>C = 3 extra pieces (141 to 210 pounds)</p> <p>D = 4 to 5 extra pieces (281 to 350 pounds)</p>

E = 6 to 15 extra pieces (up to 1050 pounds)

F = 16 to 30 extra pieces (up to 2100 pounds) (for troop travel)

G = Over 30 extra pieces (over 2100 pounds) (for troop travel)

NOTE: For codes E, F, and G, special arrangements with the PRC are required. The PRC will notify HQ MAC/TRPO for category B and M flights. For Category Y flights, MAC will initially advise the carrier, then the requesting activity can coordinate.

7	23 thru 25	Origin APOE	Enter the three-letter origin aerial port of embarkation (APOE). Use the MAC request channel. Example: PHL-Philadelphia.
8	26 thru 28	Destination APOD	Enter the three-letter destination aerial port of debarkation (APOD). Use the MAC request channel. Example: FRF-Rhein Main GE. NOTE: DOD Regulation 4500.32 contains APOE and APOD codes.
9	29	Transportation Priority Code	Enter appropriate transportation priority code. (See attachment 12.)
10	30 and 31	Type Travel	Enter the appropriate type of travel. (See attachment 13.)
11	32 and 33	Sponsor Service	Position 32 will be used to indicate the sponsor service of the traveler. Position 33 will be coded as desired by the services to indicate the subcommand breakout. This would not necessarily be the same service that arranges the reservation for the passenger. (See attachment 14.)
12	34 and 35	Movement Month	Enter the passenger's month of travel (numeric code) as indicated in the availability date/mandatory departure date as follows: 01 for January, 02 for February, 06 for June, 12 for December, etc. If the requested travel period encompasses a 2-month period (availability date in 1 month and mandatory departure date in the following month), code for the following (2nd) month and enter code C in position 39.
13	36 thru 38	Availability Date	Enter three-digit Julian date that travelers or group can be available at the APOE, commercial gateway, or commercial airport of origin. See attachment 15 for Julian calendar.
14	39	Availability Date Code	Enter the traveler's availability date code. (See attachment 12.)
15	40 thru 42	Mandatory Departure Date	Enter the three-digit Julian date that travelers must depart the APOE for timely arrival at destination. Enter zeros if there is no mandatory departure date. Zeros will be considered to mean the last day of the movement month stated in positions 34 and 35. (Refer to paragraph 2-6.)

16	43 thru 57	Customer Identification Code (CIC)	Enter the traveler's CIC when working the reservation, if available. If it is not available, enter the letter "N" in position 44. Reservation requests will not be refused if a valid CIC is not available.
17	58 and 59		Leave blank.
18	60	Smoking or Nonsmoking	The PRC will accept smoking or nonsmoking preferences by entering S (smoking) or N (no) in position 60.
19	61 thru 67	Routing Indicator	This identifies the activity sending the request to the PRC and the activity that is to receive the response. Be sure it is current and correct; errors will delay the response.
20	68 thru 76	Reservation Identification Code	The RIC is assigned to the original request by the requesting activity. This RIC will be accepted by MAC, unless it is a duplication, and used on all subsequent transactions concerning the original request; that is, the reservation confirmation from MAC, tracer actions, cancellations, substitutions, etc. The RIC should not be duplicated by a requesting activity on any other original request action for travel within the same movement month. A passenger's serial number, SSAN, or passport number, etc. may be used as a reservation identification code.
	77 and 78		For Service Use Only. Complete as required. These two positions have been reserved for internal service use. The requester may use as deemed necessary and MAC will not edit and will maintain the integrity of these positions on all requests received.
21	79	Special Handling Code	This data field will be left blank when no special handling is required by the MAC reservation activity. When necessary, it will be coded to indicate the special handling required; e.g., G for no-name request, etc. (See attachment 5.)
22	80	Type Transaction	Will be coded as necessary to indicate the type of reservation transaction. For example, R for request, etc. (See attachment 6.).

Figure 2-1. Format, Codes, and Explanations for Passenger Reservation Requests.

<i>Record Position</i>	<i>Title</i>	<i>Explanation</i>
1 thru 16	Name/Grade/ Title	These positions will be blank.
17 thru 19	Seats Required	Enter the total number of seats required for all members of the team.
30 and 31	Type Travel	Enter letters TT designating team travel.
68 thru 76	Reservation Identification Code	Enter the complete alpha/numeric RIC assigned by the requesting activity to identify these requests. (Refer to paragraph 2-8.) Example of the first team travel request is as follows: RUEOVLA01.
79	Special Handling Code	Enter Code D.
80	Type Transaction	Enter Code R.

Figure 2-2. Codes and Explanations for Team Travel Request.

<i>Data Field</i>	<i>Record Position</i>	<i>Title</i>	<i>Explanation</i>
1	1 thru 13	Name	Same as on basic PRR format.
2	14 thru 16	Grade/Title	Same as on basic PRR.
3	17 thru 19	Seats Confirmed	The total number of seats confirmed by the PRC.
4	20	Special Passenger Category	Same as on basic request format.
5	21	Booking Preference	Same as on basic request format.
6	22	Excess Baggage	Same as on basic request format.
7	23 thru 25	Origin APOE	Same as on basic request format, except when movement channel differs from the request channel.
8	26 thru 28	Destination APOD	Same as basic request format, except when movement channel differs from the request channel.
9	29	Transportation Priority Code	Same as on basic request format.
10	30 thru 31	Type Travel	Same as on basic request format.
11	32 thru 33	Sponsor Service Code	Same as on basic request format.
12	34 thru 35	Movement Month	Same as on basic request format.
13	36 thru 43	Flight Number	The flight number of which reservation confirmation is given; that is, PAAPA68, BKAMC29, etc. Position 43 is for flight suffix. If no suffix, position 43 will be blank.
14	44 thru 47	Flight Reporting Time	The reporting time (local) of the assigned flight based on a 24-hour clock. See attachment 16 for time conversion table.
15	48	Category Service Provided	Will be coded to indicate the category of airlift applied to satisfy the request (see attachment 17).
	49 thru 51		Leave blank. (These positions are reserved for MAC use.) MAC will use record position 49 to identify reservation requests received by telephone.
16	52 thru 54	Flight Departure Date	The three-digit Julian date the flight is scheduled to leave (see attachment 15).
17	55 thru 60	Arrival Date/Time	Positions 55 through 56, calendar day of arrival, will be coded 01 to 31 as appropriate. Positions 57 through 60, arrival time, will be coded to indicate local time using a 24-hour clock; that is, 1600 equals 4:00 PM.

18	61 thru 67	Routing Indicator	Same as basic request format.
19	68 thru 76	Reservation Identification Code	Same as on basic request format.
	77 and 78		Service use only.
20	79	Special Handling	Will be coded as appropriate (see attachment 5).
21	80	Type Transaction	Will be coded C to indicate a confirmed reservation.

Figure 2-3. Format, Codes, and Explanations for Passenger Reservation Confirmations.

<i>Data Field</i>	<i>Record Positions</i>	<i>Title</i>	<i>Explanation</i>
1	1 thru 13	New Passenger's Name	Enter the new passenger's name.
2	14 thru 16	New Passenger's Grade and Title	Enter the new passenger's grade and title.
3	17 thru 19	Seats Confirmed	Enter the seats confirmed; for example, 001 for 1 seat.
4	20	Special Passenger Category	Enter the appropriate code (must be same for both passengers).
5	21	Booking Preference	Enter the appropriate code.
6	22	Excess Baggage	Enter the appropriate code (must be the same for both passengers).
7	23 thru 25	Origin APOE	Enter the appropriate code (must be the same for both passengers).
8	26 thru 28	Destination APOD	Enter the appropriate code (must be same for both passengers).
9	29	Transportation Priority Code	Enter the appropriate code (must be the same for both passengers).
10	30 thru 42	Previous Passenger's Name	Enter name of passenger being replaced, spelled identically as on the latest response received from the PRC for this passenger.
11	43 thru 51	Previous Passenger's RIC	Enter the RIC for the passenger being replaced, coded identically as on the latest response received from the PRC for the passenger.
12	52 thru 54	Departure Date	Enter the departure date (three-digit Julian date) of the flight concerned.
13	55 thru 57	Final Destination	Enter appropriate code for both passengers.
14	61 thru 67	Routing Indicator/Requesting Activity	Enter code as appropriate for the new passenger (usually the same as the passenger being replaced).
15	68 thru 76	New Passenger's RIC	Enter code as appropriate for the new passenger. If same as the previous passenger, code identically as on latest response received concerning previous passenger. If a different RIC is used, see basic request format.
	77-78		For Service Use Only

16	79	Special Handling	Enter code as appropriate (must be same for both passengers).
17	80	Type Transaction	Enter Code S.

Figure 2-4. Format, Codes, and Explanations for Passenger Substitution Actions.

FROM: (requesting installation)

TO: (servicing PRC)

UNCLAS

SUBJ: MOVEMENT OF PETS

1. BLACK, JAMES R., SGT, 003 OKOSTL3EA FQ 11 321B334 RHCUAAA 555443210R.

2. SPECIES: (dog or cat only).

A. WEIGHT: (actual weight, less cage).

B. CAGE REQUIREMENT: (Category Y passengers may request a cage from airline carrier (YES) or may provide their own (NO). Category B passengers must provide their own cage. Only an International Air Transport Association (IATA) approved container may be used.)

NOTES:

1. Repeat requirements in item 2 if two pets are to be moved.

2. Due to the limited number of pet spaces available, recommend a 14-day travel performance period be provided.

Figure 2-5. Sample Message for Pet Reservation.

Position	Title
1 thru 13	Passenger's Name
14 thru 22	Reservation Identification Code
23 thru 28	Channel
29 thru 36	Mission ID
37 thru 39	Departure Date
40	Pet Record Number
41 thru 43	Type Pet (dog, cat)
44	Status (B--cancellation, C--confirmed)

Figure 2-6. Format for Pet Reservation Confirmation.

BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, AND THE NAVY

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Lieutenant General, U.S. Marine Corps
Deputy Chief of Staff for
Installations and Logistics

SUMMARY OF CHANGES:

This revision updates the general policies and procedures for arranging passenger reservations, clarifies instructions, deletes or adds required codes used in preparation of reservation requests (paras 2-12 through 2-16), states a minimum of 7-10 days is recommended for PCS travel (para 1-9c), includes pet booking instructions and formats (para 2-18), and provides updated listings and attachments.

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TERMS EXPLAINED

Airlift Capability. The total capacity expressed in terms of number of passengers and/or weight/cubic displacement of cargo that can be carried at any one time to a given destination by the available air transport service.

Channel--Connecting Service. (Refer to the current Routing Guide for International Air Travel.)

Channel. Two points between which airlift service may be provided on a scheduled basis.

Passenger Booking Channel. Two points between which passengers may be booked for scheduled airlift service.

Connecting Service Point. An intermediate point that provides continuous travel arrangements on connecting flights.

Commercial Gateway. A commercial airport serving as an origin or destination point for international air travel.

Continental United States (CONUS). United States territory including the adjacent territorial waters, located within the North American Continent between Canada and Mexico.

Early Arrival. A passenger with a confirmed reservation who reports before the scheduled port-called flight.

Left Justify. Leave the spaces after the entry blank (AB---).

No-Show Passenger. An individual with a confirmed reservation who fails to check in at the passenger service counter in time to be processed for the scheduled flight.

Passenger Control Points. Those activities designated by an authorized element of the DOD that submit passenger reservations to a MAC PRC or PRA.

Passenger Reservation Activity (PRA). PRAs are responsible for booking passengers within their areas of responsibility and have direct access to the Scott PRC mainframe computer. Operational control of the PRA remains with its headquarters; however, close coordination with HQ MAC is required.

Passenger Reservation and Manifesting System (PRAMS). The MAC computer system which provides the automatic data processing of passenger reservations and manifesting.

Passenger Reservation Center (PRC). The activity which acts on a request for international air passenger reservations submitted to them by an authorized element of the DOD. The PRC provides advance booking service and maintains reservation control for all scheduled airlift capability until 24 hours before mission departure time.

Passenger Reservation Request (PRR). A request for an airlift reservation to a MAC PRC or PRA.

Passenger Rotation. Delaying the travel of a passenger who has confirmed space on a flight, for movement on a later flight, to provide a seat for a higher priority passenger whose travel cannot be delayed (due to military urgency as indicated in travel orders).

Passenger Service Center (PSC). The PSC handles reservations from the time reservation control is assumed from the PRC and all related actions within the terminal complex immediately preceding flight departure.

Passenger Substitution. Replacement of a passenger who has confirmed space on a flight by another passenger who will perform the same mission as the passenger replaced. There is no further travel requirements for the passenger who was replaced.

Reservation Requesting Activities. Those offices designated by their agency or user services to arrange official international air travel.

Right Justify. Prefix the entry with numeric zeros (001).

Services. In this directive, services includes all US military services.

Travel Performance Period (TPP) (Positions 36-42). The time between a traveler's established availability date and mandatory departure date, as established on a passenger reservation request. (See paragraph 2-6.)

Type of Movement:

Individual unaccompanied passenger.

Family Unit. Two or more members of a family traveling together.

Team Travel Integrity. Travel involving two or more persons traveling in a PCS, TDY, or TAD status, and when mission needs dictate they must travel together and on the same flight.

Group. Travel involving 21 or more passengers identified as a group for which air travel is required. Group travel does not necessarily mean the group has to travel on the same flight.

Walk-In Passenger. An individual traveling in a space required status who arrives at the terminal without a confirmed reservation.

LIST OF ABBREVIATIONS

ACL — Allowable Cabin Load
ACF — Allied Communication Publication
AMD — Air Movement Designator
APOD — Aerial Port of Debarkation
APOE — Aerial Port of Embarkation
APS — Aerial Port Squadron
ARC — Air Reserve Component
ASIF — Airlift Service Industrial Fund
AUTODIN — Automatic Digital Network
CIC — Customer Identification Code
CONUS — Continental United States
COT — Consecutive Overseas Tour
CRT — Cathode Ray Tube
DOD — Department of Defense
GMT — Greenwich Mean Time
GTR — Government Transportation Request
IATA — International Air Transport Association
ITO — Installation Transportation Office
ITT — Intratheater Transfer
JANAP — Joint Army Navy Air Force Publication
JCS — Joint Chiefs of Staff
MAC — Military Airlift Command
MTA — MAC Transportation Authorization

MTMC — Military Traffic Management Command
MTW — Military Travel Warrant
OL — Operating Location
PCS — Permanent Change of Station
PRA — Passenger Reservation Activity
PRAMS — Passenger Reservation and Manifesting System
PRC — Passenger Reservation Center
PRR — Passenger Reservation Request
PSC — Passenger Service Center
PTO — Passenger Transportation Office
Pub — Publication
RI — Routing Indicator
RIC — Reservation Identification Code
SAAM — Special Assignment Airlift Mission
SES — Senior Executive Service
SSAN — Social Security Account Number
TAD — Temporary Assignment Duty
TDY — Temporary Duty
TIM — Travel Information Manual
TMO — Traffic Management Office
TPP — Travel Performance Period
TT — Team Travel

MAC PASSENGER RESERVATION CENTERS/ACTIVITIES AND ADDRESSES

ACTIVITY	LETTER	MESSAGE
CONUS, Alaska, and Panama		
Scott PRC Scott AFB IL	HQ MAC/TRPR Scott AFB IL 62225-5001	HQ MAC SCOTT AFB IL/TRPR//
McGUIRE PSC McGuire AFB NJ	438 APS/TROP McGuire AFB NJ 08641-5000	438 APS MCGUIRE AFB NJ/TROP//
Det 1 Philadelphia IAP PA	DET 1 438 APS/TRO Overseas Terminal Rm 108 Philadelphia IAP PA 19153-5000	DET 1 438APS PHILADELPHIA IAP PA/TRO//
CHARLESTON PSC Charleston AFB SC	437 APS/TROP Charleston AFB SC 29404-5466	437APS CHARLESTON AFB SC// TROP//
Det 1 Charleston IAP SC	DET 1 437 APS/TRO Charleston AFB SC 29404-5000	DET 1 437APS CHARLESTON AFB SC/TRO//
Travis PSC Travis AFB CA	60 APS/TROP Travis AFB CA 94535-5506	60APS TRAVIS AFB CA/TROP//
Det 1 Oakland IAP CA	DET 1 60 APS/TRO #1 Airport Drive, Box 44 Oakland IAP CA 94621-1430	DET 1 60APS OAKLAND IAP CA// TRO//
OLB Lambert IAP MO	OLB 60 APS/TRO P.O. Box 10305 Lambert IAP MO 63145-0305	OLB 60APS LAMBERT ST LOUIS IAP MO/TR//
San Francisco OL San Francisco IAP CA	OL A DET 1 60 APS/TRO Central Terminal San Francisco IAP CA 94128-1002	OL A DET 1 60APS SAN FRANCISCO IAP CA/TRO//

McChord PSC McChord AFB WA	62 APS/TROP McChord AFB WA 98438-5000	62APS MCCHORD AFB WA//TROP//
Norton PSC Norton AFB CA	63 APS/TROP Norton AFB CA 92489-5424	63APS NORTON AFB CA//TROP//
Det 1 Los Angeles IAP CA	DET 1 63 APS/TRO 380 Worldway, RM 5111A Los Angeles CA 90045-5000	DET 1 63 APS LOS ANGELES CA//TRO//
Elmendorf PRC Elmendorf AFB AK	616 APS/TROR Elmendorf AFB AK 99506-5000	616APS ELMENDORF AFB AK// TROR//
Howard PSC Howard AFB PM	6 APS/TROR APO Miami 34001-5000	6APS HOWARD AFB PM//TROR//
Europe		
Rhein-Main PRC Rhein-Main AB GE	DET 3 322 ALD/TRP APO NY 09057-5000	DET 3 322ALD RHEIN-MAIN AB GE //TRP//
Rhein-Main PSC	435 APS/TROP APO NY 09057-5000	435APS RHEIN-MAIN AB GE// TROP//
Rota PSC Rota NAS Spain	DET 1, 625 MASG/MACLO FPO NY 09540-4100	DET 1 625 MASG ROTA NAS SP// MACLO//
Torrejon PSC Torrejon AB Spain	625 APS/TROP APO NY 09283-5000	625APS TORREJON AB SP//TROP//
Mildenhall PSC RAF Mildenhall England	313 APS/TROP APO NY 09127-5000	313APS RAF MILDENHALL UK// TROP//
London OL Heathrow IAP London UK	OL V 313 APS/TRO APO NY 09083-5000	OL V 313APS London UK//TRO//
Aviano PSC	DET 5 625 MASG/TROP//	DET 5 625 MASG AVIANO AB IT//

Aviano AB, Italy	APO NY 09293-5000	TROP//
Naples PSC Capodichino Aprt, Italy	DET 4, 625 MASG/TROP// FPO NY 09520-5000	DET 4 625 MASG CAPODICHINO APRT IT//TROP//
Sigonella PSC Sigonella AB, Italy	DET 2, 625 MASG/TROP// APO NY 09523-5000	DET 2 625 MASG SIGONELLA APRT IT//TROP//
Prestwick PSC Prestwick Afd, Scotland	OL P 313 APS/TROP APO NY 09049-5364	OL P 313APS PRESTWICK AFLD SCOTLAND//TROP//
Pacific		
Hickam PRC Hickam AFB HI	619 MASS/TROR Hickam AFB HI 96853-5000	619 MASS HICKAM AFB HI//TROR//
Honolulu OL	OL B 619 MASS/TROP Hickam AFB HI 96853-5000	OL B 619 MASS HICKAM AFB HI// TROP//
Yokota PRC Yokota AB JA	316 APS/TROR APO SF 96328-5000	316APS YOKOTA AB JA//TROR//
Osan PRC Osan AB, Korea	611 APS/TROR APO SF 96570-5000	611APS OSAN AB KOREA//TROR//
Kadena PRC Kadena AB JA	603 APS/TROR APO SF 96239-5000	603APS KADENA AB JA//TROR//
Clark PRC Clark AB RP	374 APS/TROR APO SF 96274-5000	374APS CLARK AB RP//TROR//
Andersen PSC Andersen AFB, Guam	605 MASS/TROP APO SF 96334-5000	605 MASS ANDERSEN AFB GQ// TROP//
Passenger Reservation Activities (PRAs)		
CDR MTMC Falls Church VA	HQ MTMC/MT-PTO-I 5611 Columbia Pike	CDR MTMC FALLS CHURCH VA// MT-PTO-I//

	Falls Church VA 22041-5050	
CDR III Corps Ft Hood TX	Commander HQ III Corps & Fort Hood Fort Hood TX 76544-5056	CDR III CORPS FT HOOD TX// AFZF-AG-CMB//
CDR USAFAC Ft Sill OK	Commander US Army Field Artillery Center and Fort Sill Fort Sill OK 73503-5000	CDR USAFACFS FT SILL OK// ATZR-PAC-K//
CDR I Corps Ft Lewis WA	Commander HQ I Corps & Fort Lewis Fort Lewis WA 98433-5000	CDR 1 CORPS FT LEWIS WA// AFZH-DIT-PMS//
CDR USASCAF Washington DC	Commander US Army Service Center for Armed Forces (USASCAF/ANR-TR) Pentagon Washington DC 20310-3111	CDR USASCAF WASH DC// ANR-TR//
Marine Corps Movement Coordination Center Camp Pendleton CA	Commanding Officer Marine Corps Movement Coordination Center Marine Corps Base Camp Pendleton CA 92055-5000	MCMCC CAMP PENDLETON CA
CDR USTAPA Alexandria VA	Commander US Total Army Personnel Agency ATTN: DAPC-MOT Alexandria VA 22332-5000	CDR USTAPA ALEX VA//DAPC-MOT//
NAVPTO San Diego CA	Navy Passenger Transportation Office Bldg 56, Naval Station San Diego CA 92136-5204	NAVPTO SAN DIEGO CA

NAVPTO Norfolk VA	Navy Passenger Transportation Office Bldg A48, Naval Station Norfolk VA 23511-5000	NAVPTO NORFOLK VA
NAVPTO Treasure Island CA	Navy Passenger Transportation Office Bldg 450, Treasure Island San Francisco CA 94130-5006	NAVPTO SAN FRANCISCO CA
NAVPTO Crystal City, Wash DC	Navy Passenger Transportation Office Crystal City, CM3 Washington DC 20371-5000	NAVPTO WASHINGTON DC
Wright-Patterson AFB OH	2750 LS/DMTTP WPAFB OH 45433-5270	2750 LS WRIGHT PATTERSON AFB OH//DMTTP//
Scott AFB IL	375 TRNSPS/LGT Scott AFB IL 62225-5001	375 TRNSPS SCOTT AFB IL// LGT//
Great Lakes IL	Navy Passenger Transportation Office Personnel Support Activity Detachment NTC, Great Lakes IL 60088-5715	PERSUPPACT GREAT LAKES IL
Ramstein AB GE	316 TRNSPS/LGTT APO New York 09012-5000	316TRNSPS RAMSTEIN AB GE//LGTT
Howard AFB PM	24 TRNSPS/LGTT APO Miami 34001-5000	24 TRNSPS HOWARD AFB PM//LGTT//
Ft Clayton PM	CDR USARSO/SOGA-DIT-J APO Miami 34004-5000	CDR USARSO FT CLAYTON PM// SOGA-DIT-J//

NOTES:

1. PRCs provide advance booking service and maintain reservation and capability control for all scheduled airlift until mission departure time. This includes advance booking service for mission departing from PSC stations and OL stations that are under their control. The controlling PRC is listed above its affiliated PSCs.
2. PSCs are extensions of (and listed directly under) their controlling PRC and handle reservation and related actions within the terminal complex immediately preceding flight departure. In some instances, the PSC function may be integrated within the passenger service function of that station. The controlling PSC is listed above its affiliated OL.
3. OLs and certain identified detachments perform similar functions as the PSC but operate from a civilian commercial gateway.
4. PRAs are responsible for booking passengers within their areas of responsibility. PRAs have direct access to the Scott PRC master computer. Operational control of the PRA remains with its headquarters; however, close coordination with HQ MAC PRC is required.

COUNTRIES OF THE WORLD CODES

Afghanistan	AF	Finland	FJ
Albania	AL	France	FR
Algeria	AG	French Guiana	FG
American Samoa	AQ	French Polynesia	FP
Andorra	AN	French Southern and Antarctic	
Angola	AO	Lands	FS
Anguilla	AV	French Territory of AFARS and	
Antarctica	AY	Issas	FT
Antigua and Barbuda	AC	Gabon	GB
Argentina	AR	Gambia	GA
Ashmoer and Cartier Islands	AT	Gaza Strip	GZ
Australia	AS	German Democratic Republic	GC
Austria	AU	Germany, Berlin	BZ
Bahamas, The	BF	Germany, Federal Republic of	GE
Bahrain	BA	Ghana	GH
Baker Island	FQ	Gibraltar	GI
Bangladesh	BG	Gilbert Islands	GS
Barbados	BB	Gloriobo Islands	GO
Bassas Da India	BS	Greece	GR
Belgium	BE	Greenland	GL
Belize	BH	Grenada	GJ
Benin	BN	Guadaloupe	GP
Bermuda	BD	Guam	GQ
Bhutan	BT	Guatemala	GT
Bolivia	BL	Guernsey	GK
Botswana	BC	Guinea	GV
Bouvet Island	BV	Guinea - Bissau	PU
Brazil	BR	Guyana	GY
British Indian Ocean		Haiti	HA
Territory	IO	Heard and McDonald Islands	HM
British Virgin Islands	VI	Honduras	HO
Brunei	BX	Hong Kong	HK
Bulgaria	BU	Howland Island	HQ
Burkina	UV	Hungary	HU
Burma	BM	Iceland	IC
Burundi	BY	India	IN
Cambodia	CB	Indonesia	ID
Cameroon	CM	Iran	IR
Canada	CA	Iraq	IZ
Canton and Enderbury Islands	EQ	Iraq - Saudi Arabia Neutral	
Cape Verde Islands	CV	Zone	IY
Cayman Islands	CJ	Ireland	EI
Central African Republic	CT	Israel	IS
Chad	CD	Italy	IT
Chile	CI	Ivory Coast	IV
China, Peoples Republic of	CH	Jamaica	JM
Christmas Island	CK	Jan Mayen	JN
Clipperton Island	IP	Japan	JA
Cocos Island (Indian Ocean)	CO	Jarvis Island	DQ
Colombia	CO	Jersey	JE
Comoro Island	CN	Johnston Atoll	JQ
Congo	CF	Jordan	JO

Cook Islands	CW	Juan De Moya Island	JU
Coral Sea Islands Territory	CR	Kenya	KE
Costa Rica	CS	Kingman Reef	KQ
Cuba	CU	Kiribati	
KRCyprus	CY	Korea, Democratic Peoples	
Czechoslovakia	CZ	Republic	KN
Denmark	DA	Korea, Republic of	KS
Djibouti	DJ	Kuwait	KU
Dominica	DO	Laos	LA
Dominican Republic	DR	Lebanon	LE
Ecuador	EC	Lesotho	LT
Egypt	EG	Liberia	LI
El Salvador	ES	Libya	LY
Equatorial Guinea	EK	Liechtenstein	LS
Ethiopia	ET	Luxembourg	LU
Europa Island	EU	Macao	MC
Falkland Islands	FA	Madagascar	MA
Faroe Islands	FO	Malawi	MI
Fiji	FJ	Malaysia	MY
Maldives	MV	Sri Lanka	CE
Mali	ML	St. Christopher and Navis	SC
Malta	MT	St. Helena	SH
Man, Isle of	IM	St. Lucia	ST
Martinique	MB	St. Pierre and Miquelon	SB
Mauritania	MR	St. Vincent and the	
Mauritius	MP	Grenadines	VC
Mayotte	MF	Sudan	SU
Mexico	MX	Suriname	NS
Midway Islands	MO	Svalbard	SV
Monaco	MN	Swaziland	WZ
Mongolia	MG	Sweden	SW
Montserrat	MH	Switzerland	SZ
Morocco	MO	Syria	SY
Mozambique	MZ	Taiwan	TW
Namibia	WA	Tanzania, United Republic of	TZ
Nauru	NR	Thailand	TH
Navabba Island	BQ	Togo	TO
Nepal	NP	Tokelau	TL
Netherlands	NL	Tonga	TN
Netherlands Antilles	NA	Trinidad and Tobago	TD
New Caledonia	NC	Tromelin Is.	TE
New Zealand	NZ	Trust Territory of the	
Nicaragua	NU	Pacific Is	NQ
Niger	NG	Tunisia	TS
Nigeria	NI	Turkey	TU
Niue	NE	Turks and Caicos Islands	TK
Norfolk Island	NF	Tuvalu	TV
Norway	NO	Uganda	UG
Oman	MC	Union of Soviet Socialist	
Pakistan	PK	Republic	UR
Palmyra Atoll	LQ	United Arab Emirates	TC
Panama	PM	United Kingdom	UK
Papua, New Guinea	PP	United States	US
Paracel Islands	PF	United States Misc.	
Paraguay	PA	Pacific Is (obsolete)	IO

Peru	PE	Uruguay	UV
Philippines	RP	Vanuatu	NH
Pitcairn Islands	PC	Vatican City	VT
Poland	PL	Venezuela	VE
Portugal	PO	Vietnam	VM
Puerto Rico	RQ	Virgin Islands	VQ
Qatar	QA	Wake Island	WO
Reunion	RE	Wallis and Futuna	WF
Romania	RO	West Bank	WE
Rwanda	RW	Western Sahara	WI
Ryukyu Is.(obsolete -See JA)	YQ	Western Samoa	WS
San Marino	SM	Yemen (Aden)	YS
Sao Tome E. Principe	TP	Yemen (Sana)	YE
Saudi Arabia	SA	Yugoslavia	YO
Senegal	SG	Zaire	CG
Seychelles Islands	SE	Zambia	ZA
Sierra Leone	SL	Zimbabwe	ZI
Singapore	SN		
Solomon Islands	SP		
Somalia	SO	Ref:	
South Africa	SF	DOD Manual 5000.12,	
Spain	SP	DOD Manual for Standard Data	
Spratly Islands	PG	Elements.	

SPECIAL HANDLING CODES
(Record Position 79)

CODE EXPLANATION

- | | |
|----------|--|
| A | Identifies a transaction concerning a Consecutive Overseas Tour (COT) or an Intratheater Transfer (ITT). |
| D | Identifies a transaction concerning team travel integrity/group travel for the original request, application of names, reservation confirmation, substitution, cancellation, etc. |
| F | Indicates this transaction is the final segment of previous transactions that arranged an en route stopover for either leave or TDY/TAD purposes. |
| G | Identifies a transaction concerning a no-name request action, application of a name, reservation confirmation, etc. |
| K | Identifies this transaction is not to the passenger's final destination, and that an offload at an en route station has been authorized by the sponsor service for leave purposes. It also indicates requests for additional segments of travel were submitted at the same time. |
| L | Indicates this transaction is not to the passenger's final destination, and that an offload at an en route station is required for TDY/TAD purposes. It also indicates requests for additional segments of travel were submitted at the same time. |
| T | Identifies a troop movement transaction. |
| Z | Identifies a transaction that was canceled, for the passenger to proceed via Category Z or other international commercial air service. |

TYPE OF TRANSACTION CODES
(Position 80)

<i>Code</i>	<i>Explanation</i>
A	Identifies a cancellation action resulting from a duplicate reservation (confirmation). (PRC initiated.)
B	Indicates cancellation of a request action or a confirmed reservation (request, confirmation, or group movement). Also acknowledges receipt of a cancellation action.
C	Identifies a confirmation to a passenger reservation request action.
D	Identifies a reservation cancellation action directed by higher headquarters.
E	Indicates an error was detected in an input transaction (request, confirmation, or substitution format).
H	Identifies an advice notice, or hold status. It indicates a seat is not available as requested and that action is being taken to arrange capability.
M	Identifies a MAC reservation activity manual booking.
N	Indicates that a name is being applied to a previously confirmed no-name or team travel integrity reservation request.
P	Indicates a request to block space (seats) for the movement of troops (group movement).
Q	Indicates a change in the number of seats required in a transaction (request, confirmation, or troop movement).
R	Indicates a passenger reservation request.
U	Indicates cancellation of a confirmed reservation, or hold status request to enter a new reservation request (same passenger to same destination, same reservation identification code) for a different travel performance period.
V	Indicates a name is being applied to a troop movement space block.
X	Indicates cancellation of reservation due to a mission schedule change. A new confirmation will be forwarded to the requesting activity.
Y	Identifies cancellation of reservation due to the nonavailability of MAC service during the travel period requested.

Terminal Use Only:

F	Identifies a space available passenger.
G	Identifies a walk-in or previously delayed space required passenger.
J	Identifies a terminal input to cancel premanifested passengers who do not depart as port called.
W	Identifies a premanifested passenger.

TYPE STANDBY/CANCELLATION CODES (Position 22)

Use these codes to indicate the (a) "type standby" classification of a duty standby passenger, and/or (b) reason a passenger's name was removed from the premanifest for a flight (enter appropriate code in record position 22 of the premanifest cancellation (J80) format).

<i>Code</i>	<i>Title</i>	<i>Explanation</i>
A	Duplicate Booking	The same passenger booked more than once on the same flight.
B	Baggage Hold	A passenger unable to depart as scheduled as a result of personal baggage being lost or astray en route to the APOE.
C	ACL Loss	A passenger removed from the flight manifest as a result of a reduction in aircraft allowable cabin load (ACL).
D	Delay Requested	A duty passenger that requested a movement delay to accompany a space available dependent. Passenger does not fall within the purview of movement within "X" hours.
E	Early Arrival	Personnel reporting to the APOE in advance of the reporting time designated in travel order and who are accepted for movement on the first available aircraft.
F	Premanifest cancellation (by requesting activity or passenger)	Indicates cancellation request by a requesting activity (or passenger) received by PRC after the premanifest was forwarded to the reservation/passenger service check-in counter and before flight close-out time.
G	Gate No-Show	A passenger who (after completing check-in and departure processing) failed to report for aircraft loading.
H	Port Reporting Date Issued to Passenger	Passenger reporting for travel on the basis of an APOE port reporting date issued by the PRC, in lieu of a confirmed seat reservation.
I	Intransit Passenger	This code is used only by en route stations to identify: <ul style="list-style-type: none"> a. Passengers who were manifested to the en route station for connecting service to final destination; b. Space required passengers who were offloaded from a flight transiting the en route station (illness, removed to accommodate an emergency leave, aircraft rerouting, maintenance delay, aircrew rest, to expedite movement on another flight, etc.); or c. Space required passengers who were offloaded from a flight that had been diverted to an alternate destination because of weather, etc.
J	Administrative Hold	Passengers placed in a hold status lost identification response, lost immunization record, etc. (Also used when other codes are not available).

L	Late Reportee	A no-show passenger who arrived at the APOE after scheduled reporting time.
M	Medical Hold	A passenger unable to depart as scheduled due to medical reasons.
N	No-Show Passenger	A passenger, listed on the premanifest, who failed to report for a scheduled departure.
O	Overbooked Delayed	An overbooked passenger who was unable to depart as scheduled due to nonavailability of seats.
P	Passport Hold	A passenger delayed as a result of passport or visa irregularities.
R	Rotated Passengers	A passenger, listed on the premanifest, who was removed from the flight in order to accommodate a higher priority passenger from the space required (duty standby) register (not a delayed overbooked passenger).
S	Erroneous Orders	A passenger delayed as a result of erroneous or insufficient information contained in travel orders.
T	Port Called, Programmed Seat Not Available	Identifies a passenger (not overbooked) who reported to APOE as port called, was premanifested, but could not depart as scheduled due to nonavailability of seats. This code will be used by en route stations to identify when port called passengers are delayed due to nonavailability of seats caused by previous stations overusing their quota of seats on a flight.
W	Walk-In	A passenger traveling on a space required basis who arrives at the terminal without a confirmed reservation.
X	Flight Cancellation	Passengers who reported for movement on a scheduled flight which had previously been canceled. This would also include passengers booked on flights which, due to weather, etc., were required to "by-pass" the APOE from which the passenger was to depart (overflies).
		NOTE: Refer to MACRs 70-1 and 76-1, volume I, for contract carrier/MAC responsibilities relative to care of passengers on delayed missions, and missions diverted while en route (overfly of scheduled stops), passengers offloaded short of manifested destination, and passenger awaiting pickup at the station which is overflowed.
Z	Port Called But Not Manifested	Passengers who reported to the APOE with a confirmed seat reservation for a specific flight but whose name did not appear on the premanifest.

NOTES:

1. Do not use the following codes on reservation counter premanifest cancellations (J80): H, I, L, W, X, Z.
2. Do not use the following codes on terminal reservation actions (G80): A, N.
3. The following codes are appropriate when premanifest cancellations (J80) and terminal reservation actions (G80) are prepared for the same passenger (delayed passengers):

<i>Description</i>	<i>When position 22 of Premanifest Cancellation (J80) is Coded:</i>	<i>Then code position 50 of the Terminal Reservation Action (G80) as follows:</i>
Baggage Hold	B	B
ACL Loss	C	C
Delayed Requested	D	D
Early Arrival	E	E
Late Cancellation by Requesting Activity	F	F
Gate No-Shows	G	G
Administrative Hold	J	J
Medical Hold	M	M
No-Show	N	L
Overbook Delayed	O	O
Passport Hold	P	P
Rotated Passenger	R	R
Erroneous Orders	S	S
Port Called, Programmed Seat Not Available	T	T

NONAVAILABILITY CODES (REASON CODES)
(Position 50)

CODE EXPLANATION

- A** To indicate a Y80 response was issued for PCS travel due to limited travel performance period (TPP) (e.g., 1 or 2 day travel performance period could not be negotiated).
- B** To indicate a Y80 response was issued at the specific request of the requesting activity due to passenger convenience. MAC was available or could be arranged.
- C** To indicate MAC service is available on requested travel dates; however, scheduled departure/arrival time does not meet traveler's mission.
- D** To indicate a Y80 response was issued because MAC service was not available, could not be arranged during the requested travel performance period (firm or flexible), and the TPP could not be negotiated with the requesting agency.
- E** To indicate a Y80 response was issued because MAC service was not available due to non-availability of commercial contracted (Category Y, A) passenger support.
- F** To indicate a Y80 response was issued due to the nonavailability of MAC service, the travel performance period could not be negotiated, or there was insufficient time to arrange commercial capability and provide the necessary documentation to the commercial carrier.
- G** To indicate a Y80 response was issued due to nonavailability of MAC services. Either channel is not serviced by MAC, or it is a mandatory Category Z channel.
- H** To indicate that MAC service was available; however, the mission has already been transferred to the APOE.

GRADE AND TITLE CODES

ARMY

General	GEN
Lt General	LTG
Maj General*	MG
Brig General*	BG
Colonel	COL
Lt Colonel	LTC
Major	MAJ
Captain	CPT
1st Lieutenant	1LT
2d Lieutenant	2LT
Cadet	CDT
Chief Warrant Officer	WO4, WO3, WO2
Warrant Officer 1	WO1
Sergeant Major	SGM
1st Sergeant	1SG
Master Sergeant	MSG
Sergeant First Class	SFC
Platoon Sergeant	PSG
Staff Sergeant	SSG
Sergeant	SGT
Corporal	CPL
Specialist	SPC
Private First Class	PFC
Private	PV2
Private	PV1

NAVY/COAST GUARD

Admiral	ADM
Vice Admiral	VAD
Rear Admiral	RAD
Commodore	COM
Captain	CPN
Commander	CDR
Lt Commander	LCD
Lieutenant*	LT
Lieutenant	JG LJG
Ensign	ENS
Midshipman	MID
Chief Warrant Officer	WO4, WO3, WO2
Warrant Officer 1	WO1
Master Chief Petty Officer	CPM
Senior Chief Petty Officer	CPS
Chief Petty Officer	CPO
Petty Officer First Class	PO1
Petty Officer Second Class	PO2
Petty Officer Third Class	PO3
Seaman, Fireman, Airman*	SN
Apprentice*	SA
Recruit*	SR

AIR FORCE

General	GEN
Lt General	LTG
Maj General*	MG
Brig General*	BG
Colonel	COL
Lt Colonel	LTC
Major	MAJ
Captain	CPT
1st Lieutenant	1LT
2d Lieutenant	2LT
Cadet	CDT
Flight Officer	FLO
Chief Master Sgt	CMS
Senior Master Sgt	SMS
Master Sergeant	MSG
Technical Sergeant	TSG
Staff Sergeant	SSG
Sergeant	SGT
Senior Airman	SRA
Airman 1st Class	A1C
Airman	AMN
Airman Basic	AMB
OSI Agents	OSI

MARINE CORPS

General	GEN
Lt General	LTG
Maj General*	MG
Brig General*	BG
Colonel	COL
Lt Colonel	LTC
Major	MAJ
Captain	CPT
1st Lieutenant	1LT
2d Lieutenant	2LT
Chief Warrant Officer	WO4, WO3, WO2
Warrant Officer 1	WO1
Sergeant Major	SMJ
Master Gunnery Sgt	MGS
1st Sergeant	1SG
Master Sergeant	MSG
Gunnery Sergeant	GST
Staff Sergeant	SSG
Sergeant	SGT
Corporal	CPL
Lance Corporal	LCP
Private First Class	PFC
Private	PVT

FAMILY MEMBERS

(All Services)

Family Members of DOD

Civilians

Officer Family Members

Enlisted Family Members

CVD

OFD

END

OTHER CIVILIANS*

Mister

1

Miss

2

Madame

3

Foreign Indigenous

F

DOD CIVILIANS

SES-1 (Senior Executive Service)

ES1

SES-2

ES2

SES-3

ES3

SES-4

ES4

SES-5

ES5

SES-6

ES6

FOREIGN NATIONAL MILITARY

Foreign National Military

FEN

Enlisted (equivalent to US enlisted
grades E1 through E3)Foreign National Military Enlisted
(equivalent to US enlisted grades E4
through E9)

FNC

GS EMPLOYEES*

GS-18

18

GS-17

17

GS-16

16

GS-15

15

GS-14

14

GS-13

13

GS-12

12

GS-11

11

GS-10

10

GS-9

09

GS-8

08

GS-7

07

GS-6

06

GS-5

05

GS-4

04

GS-3

03

GS-2

02

GS-1

01

Foreign National Military Warrant
Officer (all)

FWO

Foreign National Military
(equivalent to US officer grades
through 05)

FCO

Foreign National Military
Officer (equivalent to US officer grades
06 and above)

FCD

Wage Board

Employees

WB

*When entering data for the above, all entries are left justified and unused positions are left blank.

SPECIAL PASSENGER CATEGORY CODES
(Position 20)

Code	Explanation
A	Civilian and/or dependents (not otherwise described).
B	The request contains space available passengers who are traveling on a space required reimbursable status.
C	Military husband traveling with military wife.
F	Identifies first term military passengers being booked into foreign commercial airports. (See note)
H	Foreign National.
J	School Teacher.
K	School Key Official.
M	Retiree.
N	Separatee.
P	Prisoner.
Q	Identifies ground support personnel, traveling as passengers, who must remain with the aircraft to perform pre/post-flight duties.
R	Armed escorts accompanying other passengers.
S	Board actions.
T	Identifies a military member who joined the Armed Forces in an overseas area, and is on initial assignment to CONUS for training.
U	Unarmed escorts accompanying other passengers.
W	Passenger (other than prisoner) being escorted by armed or unarmed escort.
X	Armed escort accompanying a special shipment being moved on the same aircraft. When more than one seat is required, the number of seats requested should include the total seats required for both the passenger and the shipment.
Y	Person requiring more than one seat. Unarmed escorts accompanying a special shipment being moved on the same aircraft.

NOTE: This code prevents inexperienced first term military passengers from being booked into foreign commercial airports. Specific ranks programs into PRAMS, are AB; AIC; AMW; AMB; LCP; LCL; PFC; PVT; SN; SA; SR; PV2 and PV1.

ACCOUNT HANDLING CODES**Special Codes Used in Lieu of Customer Identification Codes (CIC)**

Code	Explanation
A	Identifies a passenger who is reimbursing MAC at the government (common user) rate and on a credit basis.
C	Identifies a passenger who is reimbursing MAC at the government (common user) rate and is paying cash.
G	Identifies a passenger who is reimbursing MAC at the nongovernment (international) tariff rate and on a credit basis.
J	This special code is used to identify a passenger who is reimbursing MAC at the nongovernment (international) rate and on a cash basis.
K	Identifies a passenger who is reimbursing MAC at the non-DOD federal agency tariff rate and on a credit basis.
L	Identifies a passenger who is reimbursing MAC at the non-DOD federal agency tariff rate and is paying cash.

TRANSPORTATION PRIORITY CODES AND AVAILABILITY DATE CODES**1. Transportation Priority Codes (Position 29)**

PRIORITY	REASON	CATEGORY TRAVEL
1	Emergency	Space Required
2	Urgent (deadline arrival)	Space Required
3	Urgent (important)	Space Required
4	All Other	Space Required
A	Category I	Space Available
B	Category IA	Space Available
C	Category IIA	Space Available
D	Category IIB	Space Available
E	Category IIC	Space Available
F	Category III	Space Available
R	Category IV	Space Available

2. Availability Date Codes (Positions 36 Through 42)

Code	Explanation
A	This indicates the availability date stated in positions 36 through 38 is the traveler's desired date from the APOE, but that he or she could leave earlier (but not earlier than the first day of month). Traveler must depart not later than the mandatory departure date (positions 40 through 42). Do not use "A" if the availability date is the 1st of the month.
B	This indicates the travelers cannot depart from the APOE earlier than the stated availability date and must depart not later than the mandatory departure date.
C	This code will be used when the traveler's availability date is in one month, and the mandatory departure date is in the month following the availability date. This indicates the travelers cannot be scheduled before the availability date stated in positions 36 through 38 and must depart not later than the mandatory departure date stated in positions 40 through 42. If code C is used, the month code (positions 34 through 35) must correspond to the mandatory departure date. Example: If 40 through 42 is 172, then 34 through 35 must be 06.

TYPE TRAVEL CODES
(Positions 30 and 31)

1. Space Required:

Code	Type Travel
PT	Authorized or directed air travel of military personnel in temporary duty status (TDY/TAD).
CT	Authorized or directed air travel of civilian personnel in temporary duty status (TDY/TAD).
OA	Authorized or directed air travel of military officer personnel in permanent change of station (PCS) status, accompanied by family members.
EA	Authorized or directed air travel of military enlisted personnel in permanent change of station (PCS) status, accompanied by family members.
CC	Authorized or directed air travel by civilian personnel in PCS status, accompanied by family members.
PU	Authorized or directed air travel of military personnel in PCS status, not accompanied by family members.
CU	Authorized or directed air travel of civilian personnel in PCS status, not accompanied by family members.
DA	Family members accompanied by military principal.
DL	Military dependent traveling space required on emergency leave.
DS	Dependent student travel.
CA	Family members accompanied by civilian principal.
DU	Family members not accompanied by military principal.
CD	Family members not accompanied by civilian principal.
EL	Emergency leave, military (space required).
RL	Renewal agreement travel for leave (civilian).
RS	Special combat leave.
RT	Authorized reimbursable air travel of non-DOD sponsored passengers.
PA	Special medical or nonmedical attendant.
PB	Non-DOD special medical or nonmedical attendant.
PC	US citizen employees of the DOD when classified as armed forces patients.
PM	Active duty or retired members of the military departments, excluding the US Coast Guard, in an armed forces patient status.
PD	A dependent of a member of a military department on active duty; or of a member deceased while on active duty; or a family member of a retired or deceased retired member of a military department who is authorized medical care under the provisions of the Uniformed Services Health Benefits Program.
PE	Family members of US citizen employees of the DOD when classified as armed forces patients.
PZ	Family members authorized to accompany US armed forces patients who are transported in PCS status reimbursable.
PP	All other patients or persons for whom reimbursable transportation has been authorized, including members of the US Coast Guard and their dependents.
SL	Individuals authorized space required travel under the Overseas Tour Extension Incentive Program (AFR 39-11).
TT	A special code used to identify a travel team integrity transaction.

2. Space Required Reimbursable. Following are type travel codes for space available passengers who are authorized, and elect to use at personal expense, space required reimbursable travel. Except as indicated, these codes may be used in requesting reservations (see note below):

Code	Type Travel
RA	Identifies emergency leave (DOD civilians and their dependents, and military dependents) traveling reimbursable space required.
RB	Identifies a close blood/affinitive relative, accompanying PCS sponsor or dependents, traveling reimbursable space required.
RD	Identifies secondary students in overseas area traveling reimbursable space required.
RC	Identifies all other miscellaneous space available passengers traveling reimbursable, space required.

NOTE: Specific categories of space available passengers authorized to travel on a space required reimbursable basis are identified in DOD Regulation 4515.13.

3. Space Available:

Code	Type Travel
CL	Emergency leave and recovered patients (civilians only).
CR	Close blood/affinitive relative accompanying PCS sponsor or dependents.
EM	Environmental and morale leave.
HF	Hostile fire leave, military only.
RE	Reenlistment leave.
OL	Ordinary leave, military only.
SA	Space available, miscellaneous.
SR	Space available, retired personnel.
SD	Space available, dependents.
SS	Space available, students.

NOTE: Reference DOD Regulation 4515.13, chapter 11, to determine US armed forces patient's status.

SPONSOR SERVICE CODES AND AIR MOVEMENT DESIGNATOR**1. Sponsor Service Codes (Positions 32 and 33)**

- a. First Position. The service that authorizes or is sponsoring the movement of the passenger:

Code	Service
A	Army
N	Navy
F	Air Force
M	Marines

- b. Second position is coded as desired by the services to indicate a subcommand breakout. If the requesting activity does not assign a subcommand breakout code, the letter "Z" will be entered in this position. Both positions must have entries.

2. Air Movement Designator (AMD) (Positions 23 Through 35). Instructions for preparing the AMDs are contained in AFR 76-38/AR 59-8/OPNAVINST 4630.18E/MCO 4630.6D/DLAR 4540.9. The AMD is the total of positions 23 through 35 in the reservation request. A sample AMD would appear as follows:

Origin	Destn	Trans	Type	Sponsor	Movement
APOE	APOD	Pri	Travel	Service	Month
PHL	FRF	2	PT	AZ	10

JULIAN DATE CALENDAR

(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

FOR LEAP YEAR USE REVERSE SIDE

JULIAN DATE CALENDAR

FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

STANDARD TIME CONVERSION TABLE

-12	-11	-10	-9	-8	-7	-6	-5	-4	-1	GMT	+1	+2	+3	+6	+7	+8	+9	+9:30	+10	+12
KWAJALEIN	MIDWAY PAGO CANTON	HAWAII, SHENYA	ELMEN- DOFF	PACIFIC TIME (US)	MOUNTAIN TIME (US)	CENTRAL TIME (US) SCOTT AFB	EASTERN TIME (US) PANAMA CUBA	BERMUDA PUERTO RICO GREEN- LAND	AZORES	ICELAND ARCE- SION ENGLAND SCOTLAND	GERMANY ITALY, SPAIN	GREECE, EGYPT, JORDAN, REUNION	QATAR TURKEY BAHRAIN	OHIO GARCIA	THAILAND	PHILIP- PINES, TAIWAN S. VIETNAM LEBANON (AUS)	CHINA JAPAN, KOREA	ALICE SPRINGS (AUS) MOOREA (AUS)	GUAM, RICHMOND (AUS)	WAKE, NEW ZEALAND
0600	0700	0800	0900	1000	1100	1200	1300	1400	1700	1800	1900	2000	2100	2330	0100	0200	0300	0330	0400	0600
0700	0800	0900	1000	1100	1200	1300	1400	1500	1800	1900	2000	2100	2200	0030	0200	0300	0400	0430	0500	0700
0800	0900	1000	1100	1200	1300	1400	1500	1600	1900	2000	2100	2200	2300	0130	0300	0400	0500	0530	0600	0800
0900	1000	1100	1200	1300	1400	1500	1600	1700	2000	2100	2200	2300	2400	0230	0400	0500	0600	0630	0700	0900
1000	1100	1200	1300	1400	1500	1600	1700	1800	2100	2200	2300	2400	0100	0330	0500	0600	0700	0730	0800	1000
1100	1200	1300	1400	1500	1600	1700	1800	1900	2200	2300	2400	0100	0200	0430	0600	0700	0800	0830	0900	1100
1200	1300	1400	1500	1600	1700	1800	1900	2000	2300	2400	0100	0200	0300	0530	0700	0800	0900	0930	1000	1200
1300	1400	1500	1600	1700	1800	1900	2000	2100	2400	0100	0200	0300	0400	0630	0800	0900	1000	1030	1100	1300
1400	1500	1600	1700	1800	1900	2000	2100	2200	0100	0200	0300	0400	0500	0730	0900	1000	1100	1130	1200	1400
1500	1600	1700	1800	1900	2000	2100	2200	2300	0200	0300	0400	0500	0600	0830	1000	1100	1200	1230	1300	1500
1600	1700	1800	1900	2000	2100	2200	2300	2400	0300	0400	0500	0600	0700	0930	1100	1200	1300	1330	1400	1600
1700	1800	1900	2000	2100	2200	2300	2400	0100	0400	0500	0600	0700	0800	1030	1200	1300	1400	1430	1500	1700
1800	1900	2000	2100	2200	2300	2400	0100	0200	0500	0600	0700	0800	0900	1130	1300	1400	1500	1530	1600	1800
1900	2000	2100	2200	2300	2400	0100	0200	0300	0600	0700	0800	0900	1000	1230	1400	1500	1600	1630	1700	1900
2000	2100	2200	2300	2400	0100	0200	0300	0400	0700	0800	0900	1000	1100	1330	1500	1600	1700	1730	1800	2000
2100	2200	2300	2400	0100	0200	0300	0400	0500	0800	0900	1000	1100	1200	1430	1600	1700	1800	1830	1900	2100
2200	2300	2400	0100	0200	0300	0400	0500	0600	0900	1000	1100	1200	1300	1530	1700	1800	1900	1930	2000	2200
2300	2400	0100	0200	0300	0400	0500	0600	0700	1000	1100	1200	1300	1400	1630	1800	1900	2000	2030	2100	2300
2400	0100	0200	0300	0400	0500	0600	0700	0800	1100	1200	1300	1400	1500	1730	1900	2000	2100	2130	2200	2400
0100	0200	0300	0400	0500	0600	0700	0800	0900	1200	1300	1400	1500	1600	1830	2000	2100	2200	2230	2300	0100
0200	0300	0400	0500	0600	0700	0800	0900	1000	1300	1400	1500	1600	1700	1930	2100	2200	2300	2330	2400	0200
0300	0400	0500	0600	0700	0800	0900	1000	1100	1400	1500	1600	1700	1800	2030	2200	2300	2400	0030	0100	0300
0400	0500	0600	0700	0800	0900	1000	1100	1200	1500	1600	1700	1800	1900	2130	2300	2400	0100	0130	0200	0400
0500	0600	0700	0800	0900	1000	1100	1200	1300	1600	1700	1800	1900	2000	2230	2400	0100	0200	0230	0300	0500

NOTE: This chart is for planning purposes only, as local times may vary from the above due to local conditions, such as daylight savings time, etc. For exact local times, consult current Foreign Clearance Guide, DOD Flight Information Publication, or Arr Almanac.

CATEGORY SERVICE PROVIDED

Category	Explanation
A	Movement of passengers in less than planeload lots on US flag carriers' scheduled commercial flights--economy class. Individual seats are procured at MAC negotiated rates; performance under MAC contract. Services are billed at ASIF tariff rates.
B	Movement of passengers in planeload lots on commercial aircraft chartered by MAC on a one-way or round-trip basis. Procurement made at MAC negotiated uniform rates; performance under MAC contract. Flights operate between military and/or commercial airports. Services are billed at ASIF tariff rates.
C	Movement of passengers in less than planeload lots on US flag carriers' scheduled commercial flights--economy class. Passengers use Government Transportation Requests (GTR) as travel authorizations. Services pay travel cost to carrier by use of a GTR.
G	Movement of passengers in less than planeload lots on foreign flag carriers' scheduled flights--economy class. Passengers use GTRs or Military Travel Warrants (MTW) as travel authorizations. Services pay travel costs to carrier by use of a GTR or a MTW.
M	Movement of passengers on military passenger or cargo/passenger-configured aircraft. Flights normally operate between military APOEs. Services are billed at ASIF tariff rates.
Y	Movement of passengers in less than planeload lots on US flag carriers' scheduled commercial flights--economy class. Seats are procured at MAC negotiated uniform rates; performance under MAC contract. Passengers use MTAs as travel authorizations. Services are billed at ASIF tariff rates.
Z	Movement of passengers in less than planeload lots on US flag carriers'/foreign flag carriers' scheduled flights--economy class; performance under Category Z tariff rates. Passengers use GTRs as travel authorizations. Services pay travel cost to US carriers by use of a GTR.